

<b>Policy:</b>	PREVENTION OF WORKPLACE VIOLENCE	HR-811
<b>Division:</b>	HUMAN RESOURCES	
<b>Cross Reference:</b>	GOV-100 Student Suspension FIN-502 Social Media Use EECD-901 Safe and Caring Schools Policy HR-800 Respectful Workplace PROG-300 Volunteers in Schools	

## ADMINISTRATIVE PROCEDURES / REGULATIONS

### 1. RESPONSIBILITIES

- 1.1 **The Board of Trustees** is responsible for:
- a) an annual review of this policy; and
  - b) understanding and communicating with members of the community about this policy.
- 1.2 **The Director of Education/CEO** is responsible for:
- a) implementing and operationalizing this policy; and
  - b) allocating employees and resources to support the policy and related procedures; establishing procedures for reporting and responding to incidents of workplace violence and abuse, and ensuring that such procedures are communicated, maintained and followed.
- 1.3 **Assistant Directors** (as delegated by the Director) are responsible for:
- a) ensuring that incidents of abuse or violence are responded to appropriately; and
  - b) ensuring NLESD personnel are appropriately trained to implement this policy.
- 1.4 **Senior Education Officers and Senior Administrative Officers** are responsible for:
- a) recognizing potential risks and hazards;
  - b) working with OH&S managers to ensure that Risk Assessments are prepared, implemented and reassessed as necessary; and

- c) ensuring that incidents of abuse are responded to appropriately, and supporting administrators and other employees as required.

1.5 **The Occupational Health and Safety Manager** is responsible for:

- a) recognizing potential risks and hazards;
- b) reviewing Risk Assessments forms as required;
- c) providing support to administrators, managers and supervisors in the process of assessing and reassessing the risks of workplace violence;
- d) developing and maintaining training related to workplace violence; and
- e) maintaining and monitoring documentation related to workplace violence.

1.6 **School Administrators and/or Site Managers** are responsible for:

- a) recognizing potential risks and hazards;
- b) completing violence risk assessment forms, with employee input; and
- c) ensuring that employees and the Occupational Health and Safety committee/Representative in their workplace are aware of this policy and related procedures, and that this policy and related procedures are reviewed annually in a staff meeting;
- d) posting this policy on the Occupational Health and Safety bulletin board;
- e) encouraging the reporting of incidents of workplace violence;
- f) ensuring that employees who may be exposed to the risk of violence are informed of the nature of the risk and the precautions that may be taken. This includes providing information related to the risk of violence from persons who have a history of violent behaviour and whom employees are likely to encounter in the course of their work.

1.7 **All employees** are responsible for:

- a) immediately notifying their supervisor if they are involved in or have observed any incident of workplace violence; and
- b) summoning immediate assistance, if available, if they are involved in, or have witnessed a violent incident. In the case of an extreme or imminent threat of physical harm, or when immediate assistance is unavailable, he or she should contact the appropriate law enforcement authorities.

In the event that an employee is unsure of how to proceed, they should contact a District representative or their union as soon as possible.

1.8 Any **volunteer or contractor** who is involved in, or who witnesses, a violent incident, must also summoning immediate assistance, if available. In the case of an extreme or imminent threat of physical harm, or when immediate assistance is unavailable, he or she should contact the appropriate law enforcement authorities.

**Note:**

**All District supervisors and administrators are responsible for ensuring that employees who may be exposed to the risk of violence are informed of the nature of the risk and the precautions that may be taken. This includes providing information related to the risk of violence from persons who have a history of violent behaviour and whom employees are likely to encounter in the course of their work. Information is shared to ensure that all District employees who may be at risk are able to respond in a safe and appropriate manner.**

## **2. VIOLENCE PREVENTION**

The District does not tolerate incidents of workplace violence. The District will take all reasonable steps to prevent violence by:

- 2.1 engaging in early identification, assessment, and appropriate responses to risks, hazards, violence and abuse;
- 2.2 offering supportive interventions and providing employees with the skills and knowledge to act effectively in response to potential or actual violence or abuse; and
- 2.3 allocating sufficient resources to identify, assess and respond appropriately to risks and hazards.

## **3. VIOLENT INCIDENT PROTOCOL**

District employees, volunteers and contractors are subject to the following reporting and investigation protocols in cases of violent incidents, recognizing that each case may require different interventions, responses and supports:

- 3.1 All incidents of violence must be immediately reported to an appropriate supervisor.
- 3.2 The incident will be investigated at the workplace and, where appropriate, consultation will occur with District personnel, agencies and/or authorities.
- 3.3 All appropriate documentation must be completed by appropriate personnel, in consultation with the employee(s), and any steps taken to prevent a recurrence recorded.
- 3.4 In cases where an employee suffers workplace violence and requires medical attention as a result, the incident must be reported to appropriate law enforcement authorities and/or agencies.
- 3.5 In cases where an employee suffers workplace violence, District personnel, in consultation with school personnel, will prepare or update a Risk Assessment, as required.

#### **4. OTHER**

- 4.1 The District prohibits reprisals against those who have raised good-faith concerns or provided information regarding a concern or incident of workplace violence.
- 4.2 The Prevention of Workplace Violence policy and associated Administrative Procedures/Regulations will be communicated to the broader school community through the District website and other means as directed.